

OFFICE OF ELECTIONS PRECINCT OPERATIONS

EMPLOYMENT OPPORTUNITY ELECTION ASSISTANT

Overview: This is a seasonal/temporary full-time position. Position will assist the Office of Elections in conducting the 2008 Elections. Position starts January 1, 2008 and ends December 31, 2008.

Job Duties: Recruit, assign and compensate precinct officials; provide technical assistance in the training of precinct officials; assist in the administration of precinct officials.

Qualifications: High school graduate; college degree preferred.

Required licenses: Valid Hawaii driver's license (Type 3) and eligible to be a registered voter in the State of Hawaii

Experience: Report writing and researching information; public speaking; ability to read, understand, and apply instructions, procedures and policies; convey information orally and in writing; computer literate; at least one-year work experience in an office environment preferred

Other: Must be able to work overtime (after hours, weekends, holidays)

Salary: \$1,800/month + overtime

Benefits: Holidays, vacation and sick leave, health insurance

To apply: Mail, e-mail, or fax resume

Address: 802 Lehua Avenue, Pearl City, Hawaii 96782
Phone: 453-8683
Fax: 453-6006
Email: elections@hawaii.gov (Attn: Precinct Operations)